

Security Page  
1-3907

# GUIDE TO OCD

# Facilities & Services

*Available from*

LIAISON DIVISION

CIA LIBRARY

BIOGRAPHIC REGISTER

INDUSTRIAL REGISTER

GRAPHICS REGISTER

MACHINE DIVISION

MAIL & COURIER SERVICE

NOVEMBER 1950

OFFICE OF COLLECTION & DISSEMINATION  
CENTRAL INTELLIGENCE AGENCY

NOVEMBER 1950

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G U I D E     T O     O C D

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F A C I L I T I E S   &   S E R V I C E S

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LIAISON DIVISION

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## FOREWORD

The purpose of this Guide is to make you better acquainted with the people and the tools available in OCD to aid you in your intelligence work. We hope you will establish direct and informal contact with all members of the OCD staff, calling upon them for any services which you feel OCD should be able to provide. Whenever it happens that you fail to get as good service as you desire, discuss the problem with the Division Chief concerned. The only way that we can improve the service is to learn of the things that go wrong.

OCD wishes to operate with a minimum of controls, paperwork, and protocol. But it must serve all Offices and Staffs of CIA, as well as the IAC agencies; and it cannot assign highest priority to all requests. Therefore some controls and channels are needed, but there is nothing sacrosanct about them. Division Chiefs can and do find shortcuts when really urgent problems come up.

Your suggestions as to ways and means by which OCD might give you better service are always welcome.

JAMES M. ANDREWS  
Assistant Director  
Office of Collection and Dissemination

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SUMMARY OF OCD SERVICES

BIOGRAPHIC REGISTER

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GRAPHICS REGISTER

Supplies photographs and motion picture films of all types for intelligence and training purposes. (Page 3)

INDUSTRIAL REGISTER

Supplies information on foreign industrial resources and installations; transportation, communication, and other service facilities; and on the companies connected with these activities. (Page 4)

LIAISON DIVISION

Collects intelligence information for CIA and other IAC agencies through direct contact with all U. S. Government agencies in Washington, and through appropriate CIA Offices and IAC agencies for exploitation of other sources. Reads all incoming intelligence documents and decides to whom they should go. (Page 5)

CIA LIBRARY

In addition to the usual library facilities, maintains an indexed file of all documents received or produced by CIA. Provides a bibliographic reference and loan service based on this file, and on other sources. Maintains the CIA Central Records. Advises on records management problems. (Pages 6-7)

MACHINE DIVISION

Develops machine methods and equipment for intelligence purposes, and advises on their adaptation to special problems. Operates machine index facilities for Graphics Register and CIA Library, and for special projects. (Page 8)

MAIL AND COURIER SECTION, ADMINISTRATIVE STAFF

Receives, distributes, and dispatches all official CIA mail. Provides messenger and courier service within CIA and in the Washington area. (Page 8)

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NOTE:

A more detailed explanation of the services available from each Division is given on the indicated pages.

Formal requests for these services should be submitted in accordance with the control procedures established by the Office of the requester.

An INDEX TO OCD on the last page includes the name, location, and telephone number of Division and Branch Chiefs.

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NOVEMBER 1950

GRAPHICS REGISTER - GRFiles and facilities in GR

1. A collection of photographs covering subjects of intelligence interest in foreign countries, including foreign personalities who are important for intelligence purposes.
2. A collection of motion picture films that are useful for intelligence and training purposes.
3. A machine index by subject and area of the photograph and film collections in GR, and of films held elsewhere that are available to GR.
4. A file of reference material on governmental, commercial, and private sources from which photographs and films may be procured.

Services provided by GR

1. Photographs on foreign subjects are supplied in response to specific requests, or in accordance with standing requirements. They may be available in the files, or may have to be obtained from other sources. Requesters may visit GR to select the photographs they need.
2. Requests for motion picture films may be for specific films, or for films on a specified subject, area, or training need. GR also scans the content of films for the purpose of estimating their possible intelligence value.
3. GR will provide a projector and a projectionist to show a film in any CIA building. In certain cases films may be loaned to a requester for use in other locations.

\* \* \*

REQUESTS FOR SERVICE SHOULD BE SUBMITTED IN ACCORDANCE WITH CONTROL PROCEDURES ESTABLISHED BY THE OFFICE OF THE REQUESTER. CIA Form No. 60-72 should be used for such requests.

Informal contact for appropriate assistance may be made with:

	<u>Ext.</u>	<u>Room &amp; Bldg.</u>
Office of the Chief, Graphics Register	2657, 3121	24 #14
Photograph Branch	2657, 3121	22 #14
Film Branch	2657, 3121	E22 #14

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NOVEMBER 1950

LIAISON DIVISION - LD

Files and facilities in LD

1. Current information on the organization, functions, activities, and intelligence potential of U. S. Government agencies.
2. Index of key personnel in such agencies who are useful contacts for intelligence purposes on specific problems.
3. Index of CIA representatives on interdepartmental committees.
4. Complete records of formal requests received and collection directives issued, with a cross index of requests by subject and area.

Services provided by LD

1. Collection of intelligence information and materials from all possible sources in response to standing requirements and to specific requests from CIA and other IAC agencies. Liaison for direct collection is maintained with all U. S. Government sources in Washington. Other sources in the United States and abroad are exploited through collection directives to appropriate CIA Offices and IAC agencies. (Requests for procurement of specific documents from any source should be directed to the CIA Library.)
2. Advice and assistance to CIA personnel in establishing approved contacts with U. S. Government officials for consultation on intelligence problems.
3. Assistance to other IAC agencies in making use of CIA files and facilities, especially the services of the OCD Registers.
4. Any special service involving CIA liaison or negotiation with other U. S. Government agencies.
5. Selective distribution within CIA of all intelligence material received from other sources, and dissemination to the other IAC agencies as well as within CIA of intelligence produced by CIA.

This service is based on standing requirements of the various recipients, on special requests of a temporary nature, and on a knowledge of the general and specific needs of all recipients.

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COLLECTION REQUESTS SHOULD BE SUBMITTED IN ACCORDANCE WITH CONTROL PROCEDURES ESTABLISHED BY THE OFFICE OF THE REQUESTER. CIA Form No. 60-1 should be used for such requests.

Informal requests for assistance may be made to:

	<u>Ext.</u>	<u>Room &amp; Bldg.</u>
Office of the Chief, Liaison Division	776-7	1214 M
State Desk	781-2	1226 M
Army-Air Desk	761 or 493	1230 M
Navy, Non-IAC Desk	3415-6	1213 M
CIA Desk	744 or 571	1225 M

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### CIA LIBRARY

#### Files and facilities in the Library

1. A collection of intelligence documents received or produced by CIA, filed by source in chronological order and controlled by a finder index.
2. A machine index to selected documents in this collection, called the Intellofax File, consisting of punched cards containing necessary identification, subject and area references for each document. These cards also show the source, title, date and number of each document in clear text for reference or reproduction purposes. They are called Index Faxcards.
3. Abstracts of selected documents are a rapidly growing addition to the Intellofax File. They are reproduced in clear text on the Index Faxcards, which are then called Abstract Faxcards. The abstracts may be prepared by analysts in other CIA Offices, or by the Library.
4. Facsimile machines which will reproduce, on a continuous paper ribbon, a selection of Faxcards on a specified subject or area. These machines will also transmit a reproduction of the Faxcards to receivers installed in other Offices of CIA. Several of these receivers are now operating in M and Q buildings.
5. Inter-Library loan arrangements with governmental, institutional and other libraries.
6. A collection of books, pamphlets, dictionaries, directories, encyclopedias, gazetteers and publications of all types that are of interest for intelligence purposes.
7. A Reading Room where current newspapers, periodicals and reference publications may be consulted.
8. A supply of extra copies of intelligence documents produced by CIA.
9. The current files and index records of CIA administrative documents.
10. Archives of inactive records and documents transferred from all CIA offices.

\* \* \*

#### Services provided by the Library

1. Documents, cables, books and periodicals are procured from any source for loan to requesters, or for retention in special cases. They may be available from the Library files, through inter-library loan facilities, or from other sources. (Circulation Section - Ext. 2028)
2. The librarians will assist requesters in searching for intelligence material pertinent to any subject or area, and in answering factual questions from available reference material. (Information Section - Ext. 2457)

SECRET

NOVEMBER 1950

Services provided by the Library (continued)~~CONFIDENTIAL~~

3. The Library Intellofax File provides a listing of documents by subject and area, which shows the source, subject, and other data concerning pertinent documents. These listings include a growing proportion of abstracts of the more important documents. Comprehensive intelligence bibliographies are also prepared on request. (Information Section - Ext. 2457)

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5. Microfilm Viewers and Dictaphones are available to enable extracts to be made from documents recorded on microfilm. (Information Section - Ext. 2309)

6. Extra copies of intelligence documents produced by CIA are supplied on request, subject to approved distribution procedures. (Records and Files Section - Ext. 518)

7. Published material is purchased on request, in accordance with established CIA procedures. (Order Section - Ext. 2723)

8. An accessions list of books and pamphlets received and cataloged is issued weekly. (Cataloging Branch - Ext. 2147)

9.. A newspaper and periodical clipping service is operated to supply current items on any specified subject in response to standing requirements. (Publications Review Section - Ext. 2148)

10. Field surveys are made of libraries and collections to determine their intelligence potential for current and future exploitation. (Office of the Chief - Ext. 2045)

11. Advice and guidance may be requested on the following subjects:

Top Secret control procedures. (Top Secret Section - Ext. 2404)

Subject classification and indexing problems. (Analysis Branch - Ext. 2863)

Filing methods, file equipment, storage of inactive records, and other aspects of the Records Management Program. (Records Management Branch - Ext. 2455)

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REQUESTS FOR SERVICE SHOULD BE SUBMITTED IN ACCORDANCE WITH CONTROL PROCEDURES ESTABLISHED BY THE OFFICE OF THE REQUESTER. CIA Form No. 60-70 should be used for loan requests, No. 60-72 for information requests, and the Library Order Card for purchase requests.

Informal contact for appropriate assistance may be made with:

	Ext.	Room & Bldg.
Office of the Chief, CIA Library	2045-6	1040 M
Reference Branch	2895	1429 M
Central Records Branch	419	1046 M
Analysis Branch	2863	1514 M
Cataloging Branch	2147	1501 M
Records Management Branch	2455-6	1147 Q

MACHINE DIVISION - MD

Services provided by MD

1. Investigates, develops, and adapts machine processes for identifying, collating, reproducing and transmitting intelligence data.
2. Provides advisory service for CIA offices and IAC agencies on the availability and use of machine methods and equipment for intelligence operations, and for their adaptation to special problems.
3. Performs the machine operations required for special projects such as the compilation of a world-wide gazetteer of place names and physical features.
4. Advises and assists in the development and performance of all machine operations for OCD. Maintains the machine indexes for CIA Library and Graphics Register, and processes the requests received by them that require machine operations. Biographic Register and Industrial Register operate their own machine indexes under general supervision of MD.

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Requests for information or service may be made to:

	Ext.	Room & Bldg.
Office of the Chief, Machine Division	2711-2	1315 M
Planning Branch	3171	1317 M
Machine Operations Branch	2734	1337 M

CIA MAIL AND COURIER SECTION, ADMINISTRATIVE STAFF

Services provided

1. Receives, distributes, and dispatches all official CIA mail, both domestic and foreign.
2. Provides inter-office messenger and courier service for regularly scheduled pickups and deliveries throughout CIA.
3. Provides regular courier runs to other governmental agencies in the Washington area. Special pickup and delivery service is provided in urgent cases, if a courier is available.

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Requests for information or service may be made to:

	Ext.	Room & Bldg.
Chief, CIA Mail and Courier Section	719	1050 Q
Head, Courier Unit	2542	1075 Q

SECRET

NOVEMBER 1950

INDEX TO OCD

		<u>Ext.</u>	<u>Room &amp; Bldg.</u>	
ASSISTANT DIRECTOR	- James M. Andrews	2244	1033	M
EXEC. ASS'T DIRECTOR	- [REDACTED]	2243	1029	M
<u>DIVISIONS AND BRANCHES</u>	<u>CHIEFS AND ASS'T CHIEFS</u>			25X1A9a 25X1A9a
BIOGRAPHIC REGISTER	[REDACTED]	2124	1001	M
Scientific Branch	[REDACTED]	2496	1001	M
Regional Branch	[REDACTED]	2495	1118	M
Index Branch	[REDACTED]	2191-2	1132	M
	[REDACTED]	2076	1110	M
GRAPHICS REGISTER	[REDACTED]	2657, 3121	24	#14
Photograph Branch	[REDACTED]	2657, 3121	22	#14
Film Branch	[REDACTED]	2657, 3121	E-22	#14
INDUSTRIAL REGISTER	[REDACTED]	2995-6	1009	Q
Intelligence Branch	[REDACTED]	2995-6	1009	Q
Index Branch	[REDACTED]	2532	1117	Q
	[REDACTED]	2524-5	1115	Q
LIAISON DIVISION	[REDACTED]	776-7	1214	M
State Desk	[REDACTED]	776-7	1214	M
Army-Air Desk	[REDACTED]	781-2	1226	M
Navy, Non-IAC Desk	[REDACTED]	761, 493	1230	M
CIA Desk	[REDACTED]	3415-6	1213	M
	[REDACTED]	744, 571	1225	M
CIA LIBRARY	[REDACTED]	2045-6	1040	M
Reference Branch	[REDACTED]	2045-6	1040	M
Central Records Br.	[REDACTED]	2895	1429	M
Analysis Branch	[REDACTED]	419	1046	M
Cataloging Branch	[REDACTED]	2863	1514	M
Records Management Br.	[REDACTED]	2147	1501	M
	[REDACTED]	2455-6	1147	Q
MACHINE DIVISION	[REDACTED]	2711-2	1315	M
Planning Branch	[REDACTED]	2711-2	1315	M
Machine Operations Br.	[REDACTED]	3171	1317	M
	[REDACTED]	2734	1337	M
ADMINISTRATIVE STAFF	[REDACTED]	2628-9	1011	M
Mail and Courier Sec.	[REDACTED]	719	1050	Q
OPERATIONS STAFF	[REDACTED]	443-4	1005	M

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